



16790  
3 January 2006

Thirteenth Coast Guard District Auxiliary Policy Directive OP-06

Subj: **PERSONNEL SECURITY PROGRAM, SUITABILITY DETERMINATIONS**

Ref: (a) COMDTINST M16790.1F, Auxiliary Manual

(b) COMDT (OCX-1) e-mail of 12/06/2005 on Personal Security Information (PSI's) and Interim Certifications

1. **PURPOSE.** This directive establishes requirements and provides new timelines for members of the Thirteenth Coast Guard District Auxiliary so that they may comply with the provisions of the PSI program.
2. **DIRECTIVES AFFECTED.** None.
3. **ACTION.** Director of Auxiliary (DIRAUX), Sector, Group and Unit Commanders, Auxiliary elected and appointed officers shall ensure all Auxiliary personnel become familiar with and adhere to the provisions of this Directive. DIRAUX shall provide oversight and support as required.
4. **BACKGROUND.** To publish policy requirements to the members and the prospective members of the Thirteenth Coast Guard Auxiliary per reference (a) and (b). The timelines of the Suitability Determination Program that are established in this Directive will have a significant impact on the entire Auxiliary membership in D13. The Suitability Determination program is being phased in over a three year period. All Auxiliarists must have submitted a PSI package by the end of the three year period as a condition of membership. As of January 1, 2006, D13 entered the third and final year of the phase-in of this program; our membership is seriously lagging behind in the requirements of this program.

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5. **DISCUSSION**. There are two categories and two subcategories of Auxiliary membership affected by these security determinations: (1) Prospective members and (2) Current members whom are either a (3) Direct Operational (DO) member; or an (4) Operational Support (OS) member:

- a. **DO**: Direct Operational member is an Auxiliarist involved in Surface Operations, Air Operations, Operational Planning, Interpreters, Command Center/OPCEN/Comms, Watch Standing, Fixed/Mobile Radio Facility Operators, Port Security, Marine Safety and Security, Health Care Professional, some Auxiliary Staff Officers determined by Coast Guard, and as directed by the Coast Guard Operational Commander.
- b. **OS**: Operational Support member is an Auxiliarist involved in any other Auxiliary programs.
- c. Every Current Member must have a PSI package (for either DO or OS) submitted to SECCEN, as processed by J.R. Addington, ADSO-PS, no later than **30 September 2006**. Therefore, all members must submit their complete packages to Mr. Addington not later than **15 September 2006** to assure timely submission to SECCEN. If a member's package has not been submitted to SECCEN by 30 September 2006 through the member's failure to submit a complete and accurate package timely enough to meet the internal review requirements, that member will be disenrolled from the Auxiliary; no exceptions. Likewise, no 2007 dues will be accepted if security paper work has not been submitted timely for processing by Mr. J.R. Addington.
- d. Notwithstanding the absolute deadline noted in paragraph c. above, members who currently possess a Direct Operational qualification/certification and/or participate at a Coast Guard unit, and who have not submitted a (DO) package by **1 JULY 2006 to SECCEN** through J.R. Addington will experience:
  - i. **No Patrol Orders** will be issued to such D13 Auxiliary member who has not submitted a DO Security Package.
  - ii. **No Travel Orders** will be issued by DIRAUX to such D13 Auxiliary member whose DO Security Packages have not been submitted.
  - iii. **Member Name will be included on a DIRAUX Master List** that will be sent to Sector Commanders informing them that the listed member(s) have not complied with Coast Guard security certification requirements, and the affected member(s) shall be denied access to any Coast Guard office/facility for purposes of assisting that unit.
  - iv. **No Access to Non-Public Spaces** at any CG office/unit until their DO Security package has been submitted.

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e. To ensure that all D13 members comply with COMDT policy and have their PSI Packages completed on time, D13 DIRAUX has made the following determination:

(1) Prospective/New members who submitted OS packages in order to become a member must also submit the DO paperwork before they can be certified in any Operational Program.

(2) New members are STRONGLY encouraged to submit the DO package as soon as they learn they are an approved member.

6. **DIRAUX Support.** Assistance is available at the Flotilla or the Division level if needed in completing either the OS and DO Security Package.

A. If the security package is returned because it is incomplete, the important deadlines established above may be missed. The deadlines established above for package submissions to SECCEN are critical to successful execution of the PSI initiative in D13, and thus are also critical to the continued effectiveness of the Auxiliary program within the District. Help J.R. Addington by submitting your package at the earliest opportunity, and by ensuring it has been reviewed by another set of eyes within your Flotilla, or Division to ensure that it is filled out properly, prior to sending it to him.

B. This program has revealed people with pending warrant(s) for their arrest, hardened criminals, and of course, some infractions from many years gone by that may have been long forgotten. Please do not let those things deter you; be honest and up front. If factors result in an unfavorable determination, I can request that the determination be set-aside if circumstances warrant it. Every Unsuitable Determination for which I have requested a waiver has been set aside.

Thanks again for your tremendous service!

KELLY A. BOODELL  
LCDR, United States Coast Guard  
Director of Auxiliary  
Thirteenth Coast Guard District